



Wisconsin Urban Forestry Grant

APPLICATION DEADLINE: OCTOBER 2, 2006

2007

APPLICATION AND GUIDELINES



WISCONSIN DEPARTMENT OF NATURAL RESOURCES • FORESTRY DIVISION



State of Wisconsin / DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Scott Hassett, Secretary

101 S. Webster Street
PO Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-267-0843
FAX 608-266-8576
TTY 608-267-6897

August 1, 2006

To: Community Tree Managers

I invite you to participate in the 2007 Wisconsin Urban Forestry Grant Program. This year we expect about \$625,000 to be available for urban forestry projects conducted by cities, villages, towns, counties, tribal governments and 501(c)(3) nonprofit organizations. The enclosed application package explains this program in detail.

This year's grant program continues the emphasis on developing or expanding management capacity for long-term urban forest programs at the local level. Organizing new efforts or further developing existing programs will be given highest priority. As in previous years, routine tree planting, pruning, fertilizing, pest control, removal and other operations projects will receive lower priority.

There are a number of changes in this year's program. Make sure to check the "What's New for 2007" section on page 3.

To be eligible for consideration, projects must relate to urban forestry, and the enclosed application must be completed and returned along with all required attachments no later than October 2, 2006. Grant recipients must match the grant dollar for dollar with cash, or with labor, services, supplies, equipment or facilities provided by the recipient or donated by a third party. The minimum grant award is \$1,000. The maximum grant award is \$25,000.

We look forward to your participation in this program and to completion of a successful project. If you have any questions or would like assistance, please contact your regional urban forestry coordinator or the urban forestry grant coordinator listed in appendix A, page 16.

Sincerely,

Paul DeLong, Administrator
Division of Forestry



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2007 Urban Forestry Grant Guidelines

PURPOSE

The urban forest is made up of tree-lined streets, trees in private landscapes, school yards, community parks, riverbanks, parking lots, cemeteries, vacant lots, utility rights-of-way and anywhere else trees can grow in a community. Urban forestry is considered to be tree management, operations, and education within cities, villages and other areas of concentrated development. The Urban Forestry grant program is designed primarily to fund projects that improve a community's capacity to manage its trees (e.g., management plans, inventories, staff training, and public education). Projects that help conserve, protect, expand or improve the urban forest resource (e.g., planting, hazard tree removal, pest control) will also be considered. The grants are intended to support new projects. The grants are not intended to subsidize current, ongoing operations or replace existing funds.

WHAT'S NEW FOR 2007

1. The Urban Forestry Program now has a full-time grant coordinator who is available to answer questions and assist you with all of the financial aspects of your application, grant award and reimbursement request. The urban forestry grant manager's contact information is listed in appendix A, page 16.
2. A chart has been added on page 8 of the grant application to assist you in answering application Question 12. Use of the chart is optional.
3. The map of urban forestry grant contacts was updated to reflect new staff members. The map is in appendix A, page 16.
4. Information on how to work with urban forestry consultants in preparing your application or carrying out your project has been added. Find this in appendix E, page 25.
5. The acceptable rates for donated labor have been changed. See page 19 for details about the volunteer labor rates.
6. The grant application can be found in a fillable format on the DNR's Urban Forestry Web site at <http://dnr.wi.gov/org/land/forestry/UF/grants/2007App.doc>. While you can complete the application forms on-line, you must print and sign them, then submit a hardcopy. **Electronic copies will not be accepted.**

GENERAL INFORMATION

1. Eligible applicants are Wisconsin city, village, town, county and tribal governments, and 501(c)(3) nonprofit organizations either residing or performing projects in Wisconsin. Partnerships with other eligible applicants are encouraged, however it is best if only one of the partners applies. Individuals, businesses, schools, school districts and state agencies are not eligible to apply.
2. This is a 50/50 matching grant program. The applicant must match grant funds dollar for dollar with cash, or with labor, services, equipment or supplies furnished by the applicant or donated by a third party. Grant requests must be between \$1,000 and \$25,000. The minimum total project size is \$2,000. There is no maximum project size, however reimbursement is limited to \$25,000. About \$625,000 is expected to be available from federal and state funds.

3. **GRANTS ARE NOT PROVIDED UP FRONT.** The applicant must complete and pay for the entire project and then request reimbursement. The **exception** is 501(c)(3) nonprofit organizations, which may apply for an advance of up to 50% of their grant when awarded.
4. Proposals will be judged according to how well they:
 - address the applicant's urban forestry needs
 - benefit the urban forest resource
 - benefit the public
 - involve the community in the development or implementation of the project
 - develop partnerships or otherwise leverage funds
 - demonstrate commitment to long-term tree care

In addition, priority may be given to:

- proposals for activities that are not currently funded
- applicants that have not received an Urban Forestry grant in the past
- small communities (Grants are awarded according to need, not how big a program is. Extra points are given to communities with populations less than 5,000 to help stimulate small community involvement.)

Rating criteria are available from the urban forestry grant coordinator upon request.

5. **The DNR's regional urban forestry coordinators and the urban forestry grant coordinator are available to assist you with your grant application.** Coordinators cannot write your grant applications, but they can help you define your project, provide samples of previous applications and review your application prior to submission. For mailing addresses and telephone numbers see appendix A, page 16.
6. Answers to commonly asked questions are found on page 10. Complete rules (Wisconsin Administrative Code) governing the grant program are contained in appendix D, page 21.

DATES

1. **October 2, 2006:** Grant application deadline.
An original of all application materials must be sent to the urban forestry coordinator in your DNR region (see map and addresses in appendix A, page 16) postmarked no later than October 2, 2006. Faxed or electronic applications will not be accepted. An application checklist is included on page 31 for your convenience. **If the resolution cannot be signed by the deadline, enclose an explanation noting the date when it will be submitted. Your application will be accepted without it, but a grant cannot be awarded without a signed resolution.**
2. **December 2006:** Applicants notified of application status around mid-month.
3. **January 2007:** Grants normally begin January 1. However, work on the project may only begin after the date the department signed the agreement or the starting date listed on the agreement, **whichever is later.**
4. **December 31, 2007:** Urban Forestry grants expiration date. Grant extensions may be approved only at the discretion of the department and only if requested at least 10 days prior to the grant expiration date.

ELIGIBLE PROJECTS

Projects must relate to urban forestry, which for the purposes of this grant program is considered to be tree management, operations, and education within cities, villages and other areas of concentrated development. Examples of eligible project components include, but are not limited to:

1. develop a strategic urban forestry plan (defined in appendix B, page 17)
2. develop or revise a tree ordinance
3. plan, perform, update and/or computerize a community tree inventory
4. develop storm or pest emergency response plan
5. develop/conduct urban forestry staff training, for example, Electrical Hazards Awareness Program (to comply with OSHA and ANSI standards) or FISTA chain saw safety or body mechanics training
6. develop urban forestry public awareness program/materials, for example, a tree selection and planting guide for community residents or an urban forestry display for use at various local events
7. develop an urban forest management plan or its components (defined in appendix B, page 17)
8. form a community tree board or volunteer tree action group
9. hold an Arbor Day observance
10. develop/conduct an urban forestry neighborhood involvement program
11. develop/conduct an urban forestry volunteer involvement/management program
12. conduct a tree risk survey
13. develop urban forestry tree work specifications for contracts
14. develop a street tree planting plan
15. send staff or tree board members to urban forestry conferences, workshops, etc.

Two or more of the above components may be combined into one project.

INELIGIBLE PROJECTS

Projects that are ineligible include, but are not limited to:

1. projects not related to urban forestry
2. construction projects – trails, fences, shelters, buildings, site grading not related to planting, etc.
3. stump removal projects – Stump removal is ineligible as a stand-alone project, however stump removal is eligible as a component of a tree planting or removal project.
4. land or boundary surveys or title search
5. appraisals, sale or exchange of real property

FUNDING PRIORITIES

This year's grant program continues the emphasis on developing or expanding management capacity for long-term urban forest programs at the local level. Organizing new efforts or further developing existing programs will be given highest priority. This might include storm or pest response plans. As in previous years, routine pruning, fertilizing, removal and other operations projects will receive lower priority. Contact your regional urban forestry coordinator (appendix A, page 16) for more information on application rating and ranking.

PROJECT COSTS

Project costs must be incurred between the starting date shown on the project agreement and December 31, 2007, unless a project extension is agreed to by the department and the grantee.

1. **Eligible reimbursable costs:** Reasonable and necessary project costs which are consistent with the approved project scope and incurred during the project period are eligible for grant funding. Eligible costs may include, but are not limited to:
 - a. Salaries and fringe benefit costs of personnel engaged in the project;
 - b. The cost of necessary supplies and equipment. Equipment costing more than \$5,000 per unit is not eligible. To be fully eligible project costs under the grant, purchased equipment shall be used exclusively for project-related purposes over its useful life. Nonexclusive equipment may be charged as project costs only for that portion of depreciation equitably related to use in project activities. See the Cost Estimate Worksheet instructions on page 11;
 - c. The costs of leased equipment and facilities for the length of the project;
 - d. The reasonable value of in-kind contributions by the applicant of labor, equipment or facilities. Direct costs shall be supported by time sheets, vouchers or similar documentation reflecting specific assignment to the project. Actual fringe benefits may not exceed the DOA rate at the time of award. The current rate is 44.6% of the direct labor costs claimed. Equipment use rates may not exceed the rates established annually by the Wisconsin Department of Transportation and published in chapter 5 of the *State Highway Maintenance Manual*. These rates will be sent to successful applicants with their project agreement and are available from the DNR urban forestry coordinators or the urban forestry grant coordinator.
 - e. Contract costs of qualified vendors to perform project activities. **There are various requirements for competitive procurement depending on the source of project funding. Guidance for competitive procurement will be sent to successful applicants with their project agreement.**
2. **Eligible, non-reimbursable costs:** Reasonable, documented value of donated labor, equipment, supplies, facilities or services is an eligible project cost for the purposes of match, but is not eligible for reimbursement. (See appendix B, page 17 for a definition of donated.) Examples of donations include:
 - project tasks performed by volunteers such as tree board or service club members or the general public

- services such as free printing of a project publication by a local business or a project landscape plan contributed by a landscape architect
- cash receipts from a fund-raiser held specifically to defray project costs, and spent on the project
- free use of a local business's cold storage facility to store nursery stock for project tree planting
- free use of a tree board member's pick-up truck to transport project workers
- free seedlings from a local nursery for a project related Arbor Day event

There are a number of restrictions and requirements that can influence whether donations are eligible as project costs. There are also specific documentation requirements for donations. **If you are considering using ANY donations of cash, labor, services, facilities, equipment or supplies on an Urban Forestry grant project, please see appendix C – Donations, on page 18.** If you need additional assistance, contact the urban forestry coordinator serving your region or the urban forestry grant coordinator (see appendix A, page 16).

3. **Ineligible costs:** Costs not directly associated with or necessary for the implementation of the project as determined by the department are ineligible for grant funding. Ineligible costs include, but are not limited to:
 - a. Fines and penalties due to violations of, or failure to comply with, federal, state or local laws or regulations;
 - b. Ordinary operating expenses of local government applicants, also known as indirect costs, such as salaries and expenses of a mayor or city council members, that are not directly related to the project;
 - c. Costs for which payment has been or will be received under another federal or state financial assistance program, except that community development block grants may be used to match Urban Forestry grants only when it can be demonstrated to the department's satisfaction that there is a local commitment to, and involvement in, the project;
 - d. Costs incurred in a contract which creates a real or apparent conflict of interest. An apparent conflict of interest arises when an official or employee of a grantee participates in the selection, awarding or administration of a contract supported by this project and the official or employee, or his or her spouse or partner, has an ownership interest in the firm selected for the contract; or receives a contract, gratuity or favor from the award of the contract.
 - e. Program costs incurred before or after the project period.
 - f. Undocumented or improperly documented project costs.
 - g. Equipment purchases that exceed \$5,000 per unit
 - h. No part of the grant may be used to pay for land or land exchanges.

PROJECT REVENUE

If a grant project includes holding an educational workshop, workshop registration fees may be used to pay for project costs that match the grant. Any other revenue generated by the project during the grant period, for example sales of a grant funded video or tree planting costs paid by residents, must be subtracted from the total project cost.

AWARD AND EXECUTION OF CONTRACT

1. Project rating will be based on answers given to the application questions and the cost estimate worksheet. Grant contracts will be awarded to the highest-rated proposals. Following the rating, each applicant will be notified of their funding status. **Rating criteria are available from your regional urban forestry coordinator or the urban forestry grant coordinator** (see appendix A, page 16).
2. Projects meriting funding consideration, but not at the requested amount, may be offered reduced awards.
3. The contract, along with associated certifications and assurances, must be signed by the successful grant recipient and **returned within ten working days** after receiving the contract.

PAYMENT

Cities, villages, counties, towns and tribes – Grants are not provided up front. The grantee must complete and pay for all phases of the project and then request 50% reimbursement. A reimbursement request should be made as soon as possible after project completion, but **no later than 90 days after the project deadline**. Reimbursement is contingent on DNR approval of the completed project and expenses. Payment will normally be made within 60 days of receipt of a completed reimbursement statement and valid invoice(s). Payment shall be made only to the contracted grantee. **Only one reimbursement payment will be made to the contracted grantee upon completion of all phases of the project.**

501(c)(3) nonprofit organizations may request an advance of 50% of their grant at the time the grant is awarded. Final payment is made following DNR approval of the completed project and reimbursement request as above.

APPLICATION INSTRUCTIONS

The following pages will provide you with assistance in completing your application. The pages in the back of this packet (following page 32) are the application for a Wisconsin Urban Forestry grant. Please read all instructions carefully. Contact your regional urban forestry coordinator or the urban forestry grant coordinator for assistance with the application (see appendix A, page 16).

HOW TO SUBMIT A BETTER PROPOSAL

Here are some tips to help your proposal rate higher, receive sufficient grant funds and avoid delays in awarding of contracts.

Improving your project

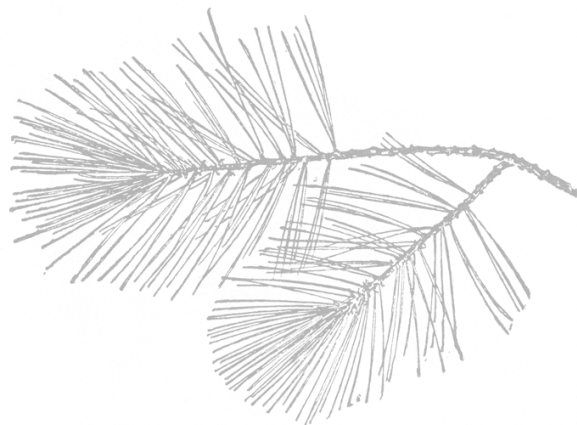
- **Plan ahead** – Spend time thinking about and planning for your project before filling out the application. Adequate pre-planning is reflected in better project proposals.
- **Get input from others** who will be involved in the project or communities who have done similar projects. If your project will entail the use of a consultant, issue a request for proposals (RFP) and tentatively select the consultant prior to submitting your application.
- **Contact your regional urban forestry coordinator** for advice and assistance. S/he will review your project with you, advise you on how to complete the application and make recommendations on how to improve it. Don't wait until the last minute!

Improving your application

- **Make sure the person who completes the application is familiar with the proposed project** and able to articulate it well.
- **Answer each question clearly, succinctly and completely.** Make sure your responses fully address all parts of every question asked. Have someone unfamiliar with your project read over your proposal. Do your responses give them a good understanding of what your project is about? Avoid leaving questions unanswered or simply saying yes or no.
- **Avoid irrelevant information.** Answers should be specific to the proposed project. Unless specifically asked, don't include information beyond the scope of the project.
- **Follow application instructions.** Have you submitted the documentation specified in the checklist on page 31, followed instructions for the cost estimate worksheet, etc.?

Improving your cost estimates

- Because grant awards are based on the applicant's cost estimate, careful cost estimating will assure that you have enough funds to complete the project and can possibly reduce your out-of-pocket costs.
- **Get estimates from vendors and consultants before you apply.** The cost of an inventory, for example, can vary greatly depending on what you want. There can be thousands of dollars difference between a quick snapshot tree count and a comprehensive assessment using computerized databases, aerial photography and geographic information systems. Your regional coordinator can also help you decide what's best.
- **Include labor, services, supplies, equipment and facilities donated by a third party.** Your proposal may lose points and/or you may be awarded a smaller grant by not estimating and including the value of project donations. Examples of contributions to include are anticipated volunteer tree board member time overseeing the project, free printing services promised by a local business to produce project materials, etc. See Donations, appendix C, on page 18.
- **Double-check your math.** Math errors are common on the cost estimate worksheet. Also, be sure the total project and grant amounts shown at the bottom of the cost estimate worksheet match your responses to questions #6 and #7 on page 2 of the grant application form.
- **Make sure the cost estimate worksheet includes all anticipated project costs.** Review your responses to all of the questions. Have you mentioned any project components or aspects that are not included on the cost estimate worksheet?



COMMON QUESTIONS AND ANSWERS

Here are some commonly asked questions and answers about the Urban Forestry Grant Program.

Q. Who can receive a grant?

- A. Wisconsin city, village, town, county and tribal governments and 501(c)(3) organizations either residing or performing projects in Wisconsin. Individuals, businesses, schools, school districts and state agencies are not eligible to apply.

Q. What can grant funds be used for?

- A. Funds can be used to hire a consultant, contractor or seasonal employee to perform project tasks; purchase materials or services; or reimburse your agency for expenses or staff time spent on the project. See page 6 for more on project costs.

Q. What is the focus for this year's grant program?

- A. Projects that develop or improve community tree management will receive highest priority. Routine tree maintenance and removal projects are lower priority. See page 5 for a partial list of eligible projects.

Q. How big are the grants?

- A. Grants range in size from \$1,000 to \$25,000 and require a dollar-for-dollar match.

Q. What kind of local match is required?

- A. This is a 50–50 match program. Your local match can come from a variety of sources including cash expenditures, direct administrative costs, staff time, and use of applicant's equipment and supplies, as well as labor, services, supplies, equipment or facilities donated by third parties.

Q. How likely is it that I will get a grant?

- A. This depends on the quality of your proposal and on the number and size of other grant applications. Last year 131 communities submitted an Intent to Apply totaling over \$1.6 million. We ultimately received 79 applications totaling \$993,000 and funded 50 applications totaling \$655,386. This year 164 communities submitted an Intent to Apply totaling \$1.7 million in anticipated requests. We have \$625,000 available for grants in 2007.

Q. We are a small, rural community. How can we compete against large urban communities?

- A. Grants are awarded according to need, not how big a program is. In addition, extra points are given to communities with populations less than 5,000 to help stimulate small community involvement. On average more than half of the grants awarded to communities go to those with populations less than 5,000.

Q. I need help completing this application. Can someone review it before I submit it? Who do I call?

- A. Call your regional urban forestry coordinator or the urban forestry grant coordinator listed in appendix A, page 16. S/he can help you improve your application!

Q. May we include indirect charges in the project cost estimate?

- A. No. Indirect charges are not an eligible project cost.

Q. Are a computer and urban forestry software eligible costs for an inventory project?

- A. A portion of equipment cost is eligible. Urban forestry software specific to the project is fully eligible. See the Cost Estimate Worksheet instructions on page 11 for information on calculating eligible costs.

Q. I'd like to match part of the grant with volunteer labor. What's the dollar value of volunteers?

- A. See Donations, appendix C, page 18 for value standards for donated labor.

Q. Can the biology class from our local high school work on our grant project?

- A. Yes, however time spent on the project by public schoolteachers and students during the normal school day cannot be counted as a donation (see Donations, appendix C, p. 18).

Q. Can jail inmates provide volunteer labor?

- A. Maybe. Check with your regional urban forestry coordinator or the urban forestry grant coordinator for more details.

Q. Can I claim staff time on this project?

- A. Paid working hours spent on the project by employees of the grantee are eligible project costs. The hours may be reimbursed or matched.

Q. If we provide more than 50% match does it improve the chances of getting a grant?

- A. No. In fact, applicants are encouraged not to overmatch their grant request unless the total project cost will exceed \$50,000 or the value of all project donations will exceed 50% of the total project cost.

Q. Will my proposal be docked points if a department in my community received a grant last year?

- A. Not necessarily. If you are a separate department or agency within the community government, you are considered a separate applicant and are not affected by the history of the other departments.

Q. When must the grant applications be returned?

- A. They must be received by your DNR regional urban forestry coordinator (see appendix A, page 16) or be post-marked no later than October 2, 2006. No faxed or electronic applications will be accepted.

Q. When will I be notified of the status of my application?

- A. We hope to notify applicants in mid-December about the status of their applications. Successful applicants will be sent a grant agreement shortly thereafter.

Q. When can I start my project?

- A. No activity can proceed nor costs be incurred until a grant agreement is signed by the department and until after the listed project starting date.

COST ESTIMATE WORKSHEET INSTRUCTIONS

The cost estimate worksheet is used in application rating and determining the grant amount for funded projects. **To the extent possible, the cost estimate worksheet should accurately reflect all anticipated project costs.** All project expenditures, activities, products or services should be included. Review your responses to all application questions to make sure all project components and aspects are included on the cost estimate worksheet (see sample on pages 14–15). Use one sheet to estimate the cost of each project component, and the “Grant Calculations” sheet to calculate the total project costs, your grant request and required match.

Separately itemize costs for each component included in the project description, (e.g., management plan, inventory, tree planting, etc.) For each component, group anticipated costs according to the categories shown (e.g., personnel, consultant services, equipment, etc.) Include a cost basis as necessary (e.g., supervisor – 28 hours @ \$24). Estimated labor costs for the applicant’s employees may include actual fringe benefits up to the DOA rate (the current rate is 44.6%).

- To determine eligible costs for use of the applicant’s or third party donated heavy equipment, refer to the Wisconsin Department of Transportation’s “State Highway Maintenance Manual.” (Contact your regional urban forestry coordinator or the urban forestry grant coordinator for current rates or see page 13 for commonly used rates.)
- To determine eligible costs of purchased equipment and supplies, or use of the applicant’s or donated equipment and supplies not listed in the “State Highway Maintenance Manual,” see Eligible Cost of Equipment and Supplies on page 12.
- To determine the value of labor by a third party, see appendix C, page 19.

Enter estimated project costs in either the Estimated Cost column or the Donation Value column. Third party donations of labor, services, supplies and equipment may be used as part of the total match for the grant, but the value of the donations cannot be reimbursed. For instance, your total project cost is \$20,000—you spend \$9,000 in cash, labor and equipment, and claim \$11,000 in donations. You will be reimbursed \$9,000, not \$10,000. See “Improving Your Cost Estimates” on page 9 for further information and guidance.



ELIGIBLE COST OF EQUIPMENT AND SUPPLIES

The purchase of equipment valued over \$5,000 is not an eligible cost and cannot be charged to the project.

To calculate eligible equipment costs, determine the useful life of the item using the table below. If a “partial cost eligible” item will also be used for non-project work during the grant year (e.g., a computer used for everyday program activities), estimate what percent the item will be used for project activities. Then divide the item’s cost by its useful life and multiply by the percent use. For example: The applicant’s \$1,200 computer will be used approximately 25 percent of the time for project work during the grant year. The computer has a useful life of four years. $(\$1,200) \div (4) \times (.25) = \75 . The estimated eligible project cost is \$75.

If an item is not listed below or on the next page, check the “State Highway Maintenance Manual” or contact your regional urban forestry coordinator or the urban forestry grant coordinator for guidance (see appendix A, page 16).

Full Cost Eligible

- computer software
- educational resources (urban forestry books, videos, etc.)
- signage and educational markers specific to urban forestry
- safety equipment: hard hats, steel-toed boots, chaps, eye protection
- climbing gear: ropes, saddles, carabiners, etc.
- hand tools: pruners, loppers, pole saws, etc.
- cabling and bracing supplies
- lightning protection apparatus
- diagnostic tools and equipment: soil probes, increment borers,
- diameter tape, pH meters, etc.
- sprayers (hand or backpack)
- macro-infusion equipment: chemicals, tubing, t-caps, pumps
- planting supplies: stakes, straps, irrigation bags, mulch
- nursery supplies: grow tubes, irrigation apparatus, fencing

Partial Cost Eligible

USEFUL LIFE

- computer hardware, including PDAs 4 yrs
- Global Positioning System unit 4 yrs
- digital camera, LCD projector, camcorder, etc. 4 yrs
- A–V equipment: overhead and slide proj., etc. 10 yrs
- display board 5 yrs
- chain saw 3 yrs
- hydraulic pruner/pole lopper 3 yrs
- aerial platform (tow-behind) 12 yrs
- brush chipper 8 yrs
- stump cutter/grinder 10 yrs
- trencher 10 yrs
- directional borer or tunneling device 5 yrs
- air spade 10 yrs
- compressor 10 yrs
- resistograph (decay detection probe) 4 yrs
- tiller (walk-behind) 8 yrs
- tree spade/planter 12 yrs
- water tank 12 yrs

Commonly Used DOT Equipment Rates for the 2007 Grant Cycle

CLASS	EQUIPMENT	RATE PER HOUR	RATE PER MILE
204	Tractors/skidsters/end loaders — wheel-type, 50–64 hp	\$22.36/hr	
102	Trucks — front and rear drive, less than 13,000 lbs.	\$10.44/hr	
103	Trucks — rear drive, 12,000–17,999 lbs.	\$17.06/hr	
114	Vehicles — auto		\$0.52/mile
902	Brush chipper	\$25.38/hr	
914	Portable power saw	\$9.14/hr	
926	Water tank — portable w/pump and spray bar	\$16.38/hr	
944	Water tank — no spray bar	\$15.40/hr	
948	Aerial platform	\$27.54/hr	
9172	Tree mover	\$54.82/hr	
9174	Tree planter	\$14.94/hr	



SAMPLE COST ESTIMATE WORKSHEET

The City of Anytown is applying for a grant to do an urban forestry inventory and management plan. They plan to buy a computer and inventory software and do the inventory with in-house staff and help from its volunteer tree board members. They plan to contract with a consultant to do the management plan.

The inventory and management plan components are shown separately. For the inventory component, costs of personnel (wage plus fringe) are shown for supervision, crew and donated tree board member time. (Donated labor values are found on page 19.) According to the Eligible Costs of Equipment and Supplies (page 12) a maximum of one-fourth (.25) of the cost of the computer is eligible for funding. Because Anytown expects to use the computer only 25 percent of the time for project activities, eligible computer costs are further reduced by 75%. Use of a car for the project and the cost of software are shown. For the management plan component, supervision and the contract costs are shown.

COMPONENT PAGE

PROJECT COMPONENT: Inventory	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's staff: John Doe, supervisor: 28 hrs @ \$24.00	\$672	
Fringe benefits: 44.6%	\$300	
Laborers: 320 hours @ \$16.00	\$5,120	
Fringe benefits @ 44.6%	\$2,284	
Consultants/Contractors/other hired project labor:		
Volunteers/donated services:		
Laborer (\$6.50/hr): 160 hrs		\$1,040
Other project workers (\$15.40/hr):		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See page 13 of application guidelines for a list of commonly used equipment codes.		
Purchased: Computer: \$1,200 ÷ 4 x .25	\$75	
Rented or contracted: Automobile—DOT Class #114: .52/mile x 200 miles	\$104	
Provided by applicant:		
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Purchased: Inventory Software	\$2,400	
Provided by applicant:		
Donated by third parties:		
Other (specify):		
Estimated Cost/Donation Value for THIS component:	1. \$10,955	2. \$1,040
SUBTOTAL — Add Box 1 and Box 2:	3. \$11,995	

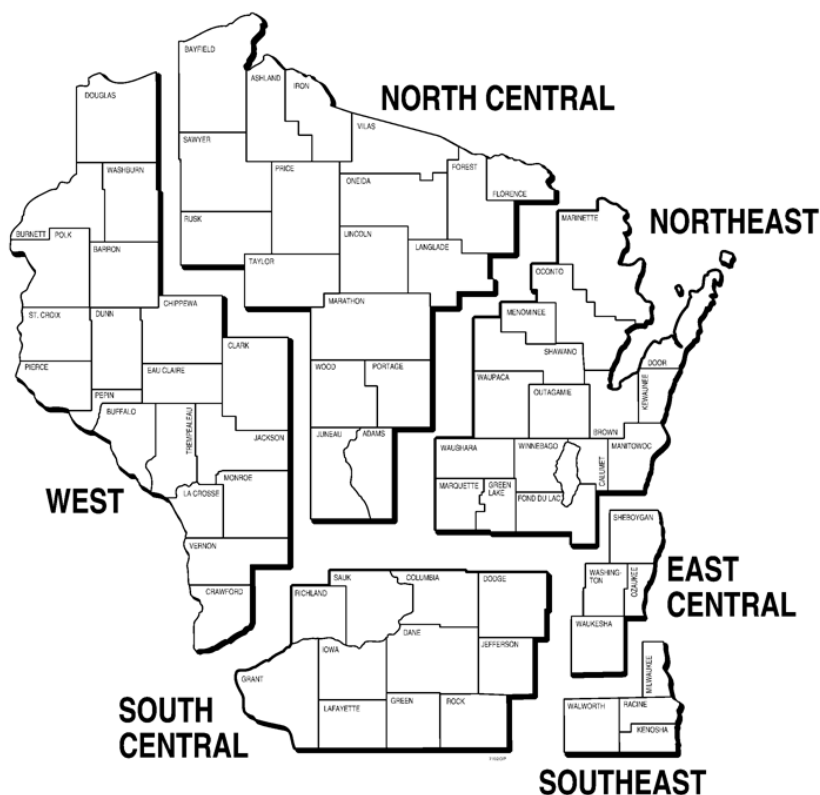
COMPONENT PAGE

PROJECT COMPONENT: Management Plan	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's staff: John Doe, supervisor: 48 hrs @ 24.00/hr	\$1,152	
Fringe benefits: 44.6%	\$514	
Consultants/Contractors/other hired project labor: ABC Consultants, Inc.	\$12,000	
Volunteers/donated services:		
Laborer (\$6.50/hr):		
Other project workers (\$15.40/hr):		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See page 13 of application guidelines for a list of commonly used equipment codes.		
Purchased:		
Rented or contracted:		
Provided by applicant:		
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Purchased:		
Provided by applicant:		
Donated by third parties:		
Other (specify):		
Estimated Cost/Donation Value for THIS component:	1. \$13,666	2. Ø
SUBTOTAL — Add Box 1 and Box 2:	3. \$13,666	

CALCULATIONS

GRANT CALCULATION	Estimated Cost	Total Donation Value
A. Add the Subtotals in Box 3 for ALL PROJECT COMPONENTS. This is your TOTAL Project Cost. Enter this amount in Question 6.	\$25,661	
B. Add the estimated donation value from Box 2 for ALL PROJECT COMPONENTS:		\$1,040
C. Subtract Line B from Line A:		\$24,621
D. Multiply the amount on Line A x 50% (Don't enter more than \$25,000):		\$12,831
E. Enter the smaller of Line C or Line D above. This is your GRANT REQUEST . (Must be between \$1,000 and \$25,000.) Enter this amount in Question 7 in the grant application.		\$12,831
F. Subtract the amount on Line E from the amount on Line A. This is your MATCH .		\$12,830

Urban Forestry Contacts



North Central

Don Kissinger, Urban Forestry Coordinator
 Department of Natural Resources
 5301 Rib Mountain Drive
 Wausau, WI 54401
 Phone: (715) 359-5793
 Fax: (715) 355-5253
 e-mail: don.kissinger@dnr.state.wi.us

Northeast

Tracy Salisbury, Urban Forestry Coordinator
 Department of Natural Resources
 2984 Shawano Ave., PO Box 10448
 Green Bay, WI 54307-0448
 Phone: (920) 662-5450
 Fax: (920) 662-5413
 e-mail: tracy.salisbury@dnr.state.wi.us

South Central

Jeff Roe, Urban Forestry Coordinator
 Department of Natural Resources
 3911 Fish Hatchery Road
 Fitchburg, WI 53711
 Phone: (608) 275-3256
 Fax: (608) 275-3338
 e-mail: jeffrey.roe@dnr.state.wi.us

Southeast and East Central

Kim Sebastian, Urban Forestry Coordinator
 Department of Natural Resources
 2300 N. Martin Luther King Jr. Dr
 Milwaukee, WI 53212
 Phone: (414) 263-8602
 Fax: (414) 263-8661
 e-mail: kim.sebastian@dnr.state.wi.us

West

Cindy Casey, Urban Forestry Coordinator
 Department of Natural Resources
 1300 West Clairemont Ave.
 Eau Claire, WI 54702
 Phone: (715) 839-1606
 Fax: (715) 839-6076
 e-mail: cynthia.casey-widstrand@dnr.state.wi.us

Central Office

Tracey Teodecki, Urban Forestry Grant Coordinator
 Department of Natural Resources
 101 S. Webster St., PO Box 7921
 Madison, WI 53707
 Phone: (608) 267-3775
 Fax: (608) 266-8576
 e-mail: tracey.teodecki@dnr.state.wi.us





Glossary of Terms

Applicant

The Wisconsin town, village, city, county, tribal government or 501(c)(3) nonprofit organization that submits an application for an Urban Forestry grant.

Applicant Authorized Representative

The person authorized by the applicant(s) to submit a grant application, sign documents and take necessary actions to undertake, direct and complete the approved project. This is also the person to whom DNR will direct grant correspondence. (See also “project manager.”)

Department

The Wisconsin Department of Natural Resources.

Donated

Labor, services, equipment and/or supplies given to the applicant without charge by a third party. Examples include the hours a landscape architect works creating a planting design for an applicant, a service club providing volunteers to do an inventory, a landscaper providing free mulch.

Grantee

The recipient of an Urban Forestry grant.

Growth Award

An advanced award for which Tree City USA communities can compete, that recognizes new tree management activities above and beyond the basic program standards. For more information contact your regional urban forestry coordinator listed in appendix A, page 16, or visit www.arborday.org/programs/TreeCityGrowthAwd.cfm.

Indirect charges or costs

Everyday operating expenses that are not specifically related to the project such as rental of office space, expenses for heat, telephone and computer use. These expenses are not eligible as donated or in-kind match for the grant.

Nonprofit

Includes organizations that meet the requirements of section 501(c)(3) of the United States Internal Revenue Code of 1986.

Project Agreement

A contract between the grantee and department setting forth the mutual obligations with regard to a portion or all of a specific project.

Project Manager

The person delegated by the applicant to oversee day-to-day implementation of the project.

Project Period

The period of time specified in the project agreement during which all work shall be accomplished.

Strategic Urban Forestry Plan

A plan that establishes the long-term goals and objectives of the organization's urban forestry efforts and recommends actions, priorities and time lines for accomplishing them.

Third Party

Not employed by or belonging to the applicant.

Tree Board

A group of citizens—usually volunteer—charged by ordinance to develop, administer, advise or set policy for a comprehensive urban forest management program.

Tree City USA

A program sponsored by The National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters. The program has four standards 1) a tree board or department; 2) a community tree ordinance; 3) a community forestry program with an annual budget of at least \$2 per capita; 4) an Arbor Day observance and proclamation. Some of these standards have broad interpretation. For specific details contact your regional urban forestry coordinator.

Urban Forest Management Plan

A plan typically based on the results of a community tree inventory, delineating all aspects of community forestry field operations (planting, maintenance, removal) on a priority basis for a minimum of 5 years and includes estimated annual budgets for these activities.

Urban Forestry

For the purpose of this grant program, is considered to be tree management, operations, and education within cities, villages and other areas of concentrated development.



Donations

Donations of cash, labor, services, facilities, equipment and supplies to your project are encouraged as a way to be cost effective as well as to build project awareness and support. All or part of the required applicant match for an Urban Forestry grant project may be donated by third parties. Third-party donations are not eligible for reimbursement.

WHAT IS A DONATION?

For purposes of the Urban Forestry grant program, a donation is anything of value provided by a third party to the grant project without charge and without reciprocal benefit. Examples include:

- project tasks performed by volunteers such as tree board or service club members, or ordinary citizens
- services such as free printing of a project publication by a local business, or the hours spent by a landscape architect creating a project landscape plan for an applicant
- cash receipts from a fund-raiser held specifically to defray project costs and spent on the project
- free use of a local business's cold storage facility to store nursery stock for project tree planting
- free use of a tree board member's pick-up truck to transport project workers
- free seedlings from a local nursery for a project related Arbor Day event

To be eligible as a project cost, a third-party donation must have value and must directly relate to the project.

- A product or service that a vendor or contractor provides free of charge to all customers has no value as a project donation. For example, if the local electric company customarily removes trees interfering with its facilities at no cost, that same service provided in conjunction with a grant project is not considered a donation. The service cannot be counted as a project cost.
- Time spent by third parties attending a project-related workshop or listening session is not valuable service or labor and cannot be counted as a donation.
- Indirect costs (also called "overhead") and similar expenses not specifically related to the project cannot be included in the value of donations.
- Proceeds from third-party payments in exchange for project goods or services (e.g., a memorial tree program, sale of project publications, etc.) cannot be counted as a donation. Such fees constitute project revenue, not costs (see page 8).

WHAT IS DONATED LABOR WORTH?

Labor donated by third parties has fundamental value, regardless of whether the labor could otherwise be billed to the project. There are some important restrictions on donations of labor, however (see below and page 20).

For purposes of the Urban Forestry grant program, time donated to a project by third parties is valued as follows:

- **laborer** (age 12 and above) – \$6.50 /hr.
Provides unskilled, manual labor such as site preparation, planting, watering, mulching, data gathering or entry, surveying for insects and diseases, pruning, bookkeeping and clerical work, etc.
- **other project workers** – \$15.40/hr
Includes any other skilled management or administrative labor donated to the project, such as project planning, recruiting and training workers, arranging for supplies or facilities, scheduling workers or activities, or tree board members acting in their advisory capacity.

VOLUNTEER LABOR AND SERVICES ARE SUBJECT TO THE FOLLOWING RESTRICTIONS:

1. Time spent by Department of Natural Resources employees on an Urban Forestry grant project is an **ineligible cost**, whether or not the employee is in pay status.
2. Unpaid (personal) time spent on an Urban Forestry grant project by other government employees—including those employed by other state agencies—can be claimed as a donation, provided the project applicant is not that person's employer.
3. Unpaid (personal) time spent by **government employees** on an Urban Forestry grant project sponsored by their own employer **cannot** be claimed as a donation. For example, if an employee of the project applicant “volunteers” time to the project on a Saturday, that time is not eligible as match. Time spent on the project by an employee of the project applicant during paid work hours is eligible as an in-kind expense, not a donation, and is valued at the employee's normal pay rate, plus benefits.
4. Unpaid (personal) time spent by **employees of a nonprofit organization** on an Urban Forestry grant project sponsored by their own employer **can** be claimed as a donation, provided that the nature of the volunteer work is clearly distinguishable from that when in pay status.
5. Time spent by local, state, federal or tribal government employees and public school teachers in pay status (normal work hours) on another applicant's Urban Forestry grant project cannot be claimed as a donation. For example, if a city forestry department plants trees for a nonprofit organization's grant project, no value/cost can be claimed for that service. Public school students' time spent on an Urban Forestry grant project during the normal school day **cannot** be claimed as a donation.
6. Persons who donate time to a project while in pay status (by a non-government employer) must have written permission from that employer authorizing their work on behalf of the employer. The letter of authorization must include the names of employees authorized to donate time and an estimate of the number of hours each employee will donate to the project. The letter must be submitted with the project applicant's reimbursement request.

7. Labor supplied by public offenders sentenced to community service may be considered as volunteer time if the community justice program provides written documentation that the individual worker chooses whether to fulfill his or her community service commitment on the grant project or in some other way.

WHAT ARE DONATED EQUIPMENT, FACILITIES AND SUPPLIES WORTH?

The value of equipment, facilities and supplies donated by third parties is the normal charge for those items or as otherwise appropriate for the area; however, such costs, in some cases, may not be fully chargeable to the project. See page 11, Urban Forestry Grant Cost Estimate Worksheet Instructions, for determining eligible costs of donated equipment and supplies. Note also:

- Costs claimed for use of donated equipment may not exceed the rates established annually in the Wisconsin Department of Transportation's "State Highway Maintenance Manual."
- If equipment, supplies or facilities are provided to the project applicant at reduced cost, the value of the donation is the difference between the cost normally charged for the item and the cost actually charged for project use.
- Supplies donated in used condition must be valued accordingly.
- Equipment and supplies purchased with federal or state funds and donated to the grant project cannot be counted as project costs. Examples include free use of a school bus or school computer.

CASH DONATIONS AND PRIVATE (NON-GOVERNMENT) GRANTS

Third-party monetary gifts and private grants given specifically for and spent on the Urban Forestry grant project are considered donations, provided a product or service is not contingent on the contribution. If a product or service is contingent on the gift or private grant, the money is considered revenue and is subtracted from the total project cost (see page 8).

Cash donations and private grants spent on the Urban Forestry grant project can be used as match, i.e., can directly offset the applicant's share of project costs, up to a maximum of 50 percent of total eligible project costs, not to exceed the grant award. **No portion of project costs paid from a private grant, cash gift or resulting from any other third-party donation can be reimbursed by the Urban Forestry grant.**

Excerpts from Wisconsin Administrative Code

Excerpts from: WISCONSIN ADMINISTRATIVE CODE – NR 47

FORESTRY GRANT AND STATE AID ADMINISTRATION applicable to the Wisconsin Urban Forestry Grant Program

Subchapter I - General Provisions

NR 47.001 PURPOSE. The purpose of this chapter is to implement and administer grant and state aid programs pertaining to forestry and forest resources in the state.

NR 47.004 PROJECT REPORTS.

- (1) **APPLICABILITY.** The provisions of this section apply only to subchs. II, IV and V.
- (2) **INTERIM REPORTS.** Each grant recipient may be required to submit to the department at no less than 3 month intervals, by written request of the department, one or more interim reports which contain details of progress, findings, problems and other information regarding the status of a grant.
- (3) **FINAL REPORTS.** Each grant recipient shall submit a final report to the department within 90 days after the grant expiration date. The final report shall include the following:
 - (a) Documentation of all project activities conducted during the grant period.
 - (b) Documentation of all project modifications that may have occurred, including the explanation of why modifications were necessary.
 - (c) Documentation of all public information and educational activities which were conducted.
 - (d) The conclusions and project results.
 - (e) An appendix that includes all references and supporting documents for the final report. A summary of all applicable state and federal laws and regulations shall also be made part of the appendix.

NR 47.005 GRANTEE ACCOUNTABILITY.

- (1) **APPLICABILITY.** The provisions of this section apply only to subchs. II, IV, V, VIII and IX .
- (2) **RECORDS MANAGEMENT.** The grant recipient shall maintain an accounting system that accurately reflects all fiscal transactions, incorporates appropriate controls and safeguards and provides a good audit trail, particularly to source or original documents, as directed in the project agreement.
 - (a) Fiscal controls and accounting procedures. Financial schedules and statements filed with grant applications

and payment requests shall be based on records maintained under generally accepted accounting principles which meet the following minimum requirements:

1. Project accounts shall separate grant receipts and eligible expenditures from those allocable to other programs and activities.
 2. Receipts and expenditures shall be listed in sufficient detail to provide a basis for accurate and complete program reporting.
 3. All project receipts shall be identified in sufficient detail to reflect their source and purpose.
 4. Supporting records for all project expenditures shall be itemized in detail to indicate the nature and appropriateness of each. Proof of payment, such as canceled checks or receipts from vendors, shall be maintained.
 5. Payroll records that reflect actual project hours worked by each employee as well as allocable gross wages and fringe benefits paid shall be maintained. Time and attendance records describing the work performed, specifying project hours worked by day and both signed by the employee and bearing evidence of management review/approval, shall be maintained, along with computations showing hourly pay rates and allocation of fringe benefits.
- (b) Consultant, construction and service contracts. Any work totaling \$10,000 or more per year shall be covered by a formal contract or agreement specifying financial terms, contract duration and services to be rendered.
- (3) **RECORDS RETENTION AND AUDITING.** The grantee shall retain all records pertaining to its project and make them available to the department on request for three years from the date of the final payment.

NR 47.006 GRANT VARIANCES.

- (1) The department may approve in writing variances from nonstatutory requirements of this chapter upon request of the grantee when it is determined that variances are essential to effect necessary actions or department objectives and where special circumstances make variances in the best interests of the state. Before granting a variance, the department shall take into account factors such as good

cause, circumstances beyond the control of the grantee and financial hardship.

- (2) The department shall no later than September 30 notify its advisory committees to the stewardship and urban forestry programs of various requested and granted under this section in the previous 12 months and provide the information to others on request.

NR 47.007 GRANT TERMINATION.

- (1) The provisions of this section apply only to subchs. II, IV, V, VIII and IX.
- (2) The department and a grantee may enter into an agreement to terminate the grant at any time. The agreement shall establish the effective date of termination of the project and the grant award, the basis for settlement of grant termination costs and the amount and the date of payment of any sums due either party.
- (3) The department may terminate the grant in whole or in part and the grant recipient shall return the full grant amount if the department determines that:
 - (a) There has been no substantial performance on the demonstration project by the grantee, without good cause;
 - (b) There is substantial evidence that the grant was obtained by fraud; or
 - (c) There is substantial evidence of gross abuse or corrupt practices in the administration of the project.

NR 47.008 ENFORCEMENT.

- (1) The provisions in this section apply only to subchs. II, IV, V, VIII and IX.
- (2) The department may impose the following sanctions for noncompliance with the provisions of this subchapter or any grant made under this chapter:
 - (a) The grant may be terminated under s. NR 47.006.
 - (b) Program costs directly related to the noncompliance may be declared ineligible.
 - (c) Other administrative and judicial remedies may be instituted as legally available and appropriate.
 - (d) Repayment of some or all payments that are related to noncompliance may be required.

SUBCHAPTER V – URBAN AND COMMUNITY FORESTRY GRANT PROGRAM

NR 47.50 PURPOSE AND SCOPE. The purpose of this subchapter is to establish procedures for the awarding and administering of grants to municipalities and not-for-profit organizations for the purpose of funding urban and community forestry projects as authorized under the act and under s. 23.097, Stats.

NR 47.51 APPLICABILITY. The provisions of this subchapter are applicable to all counties, cities, villages, towns, tribal governments and not-for-profit organizations of the state applying for grants under this subchapter.

NR 47.52 DEFINITIONS. In this subchapter:

- (1) “Applicant” means the Wisconsin town, village, city, county, tribal government or not-for-profit organization that submits an application for a grant under this subchapter.
- (2) “Grantee” means the recipient of a grant under this subchapter.
- (3) “Municipal government” means a Wisconsin village, city or tribal government.
- (4) “Not-for-profit organization” includes organizations that meet the requirements of section 501(c)(3) of the United States internal revenue code of 1986 and other local community tree volunteer groups. [Note: Changes to chap. 23.097 Wis. Statutes, which supersedes this section, restricts the definition to 501(c)(3) organizations.]
- (5) “Project agreement” means a contract between the grantee and department setting forth the mutual obligations with regard to a portion or all of a specific project.
- (6) “Project period” means the period of time specified in the agreement during which all work shall be accomplished.
- (7) “Region” means one of the 5 regional field administrative units of the department.
- (8) “Urban forestry” means tree management, operations and education within cities, villages and other concentrated development.

NR 47.53 APPLICATION PROCEDURES.

- (1) An eligible applicant, described under s. NR 47.75(1) may apply for a grant under this subchapter for the purposes specified under s. NR 47.75(2).
- (2) Applicants shall submit applications on the prescribed department forms to the regional office where the applicant is located or as otherwise described by the department.
- (3) Applications shall be received by the department regional office no later than close of business on October 1, unless otherwise provided on the application.
- (4) The department shall evaluate completed applications to determine which applicants will receive grants according to the standards in this section.
- (5) Successful applicants shall be notified by the department and sent a project agreement. Work under the project agreement may not proceed until the agreement is signed by the department and not before the starting date listed on the project agreement.

NR 47.54 GRANT CALCULATION.

- (1) A grant under this subchapter shall be no more than 50% of actual eligible costs except that no grant may exceed \$25,000 or be less than \$1000.

- (2) If insufficient monies are available to fully fund the grant request, the applicant will be contacted for approval of funding the project with the available monies.
- (3) The Department and the USDA forest service may annually negotiate limits on federal monies available for grants under this subsection that may be used to fund tree planting projects.

NR 47.55 ELIGIBILITY.

(1) ELIGIBLE APPLICANTS.

- (a) Municipal governments, towns, counties and not-for-profit organizations are eligible to apply for a federally funded grant under this subchapter.
- (b) Municipal governments are eligible to apply for a state funded grant under this subchapter. [Note: Changes to chap. 23.097 Wis. Statutes, which supersedes this section, allows counties, towns and not-for-profit organizations to be eligible for state funded grants.]
- (c) Municipal governments, towns, counties and not-for-profit organizations may apply jointly for assistance under this subchapter.
- (d) The department may require county, town and municipal governments to have on file with the department a comprehensive urban forestry management plan, approved by the department, to be eligible for grants for all projects except for the development of an urban forestry management plan.
- (e) The department may require not-for-profit organizations to have on file with the department a constitution, bylaws or similar document, approved by the department, detailing the organization's interest and activities in urban and community forestry.

(2) ELIGIBLE PROJECTS. Requests for grant assistance shall relate to urban forestry and may include, but are not limited to:

- (a) Development of comprehensive urban forestry management plans;
- (b) Development of urban forestry ordinances;
- (c) Performing inventories of existing trees and tree planting needs;
- (d) Development of master tree planting plans;
- (e) Development of integrated pest management or other urban forest maintenance plans;
- (f) Training programs for community employees or volunteers;
- (g) Development and implementation of urban forest management public information or involvement programs;
- (h) Demonstration planting or maintenance projects whose primary purpose is to provide education, technology transfer or information exchange in urban and community forestry management.

- (i) Urban forestry operations projects such as planting, pruning, removal and other tree maintenance.

(3) INELIGIBLE PROJECTS. The following projects are ineligible for grants under this subchapter:

- (a) Stump removal;
- (b) Land or boundary surveys or title search; and
- (c) Appraisals involving sale or exchange of real property.

NR 47.56 ELIGIBLE AND INELIGIBLE COSTS.

(1) ELIGIBLE COSTS, REIMBURSABLE. Reasonable and necessary project costs which are consistent with the approved project scope and incurred during the project period are eligible for grant funding. Eligible costs may include, but are not limited to:

- (a) Salaries and fringe benefit costs of personnel engaged in the project;
- (b) The cost of necessary supplies and equipment. Equipment costing more than \$5,000 per unit is not eligible. To be fully eligible project costs under the grant, a capital purchase shall be used exclusively for project-related purposes over its useful life. Nonexclusive capital purchases may be charged as project costs only for that portion of depreciation equitably related to use in project activities.
- (c) The costs of leased equipment and facilities for the length of the project;
- (d) The reasonable value of in-kind contributions by the applicant of labor, equipment or facilities. Direct costs shall be supported by time sheets, vouchers or similar documentation reflecting specific assignment to the project. Actual fringe benefits may not exceed the current department fringe rate percentage of the direct labor costs claimed. The rate is established biennially by the department of administration and is available from the department urban forestry coordinators. Equipment rental rates may not exceed the county equipment rates established annually by the department of transportation and published in chapter 5 of the state highway maintenance manual. These rates are also available from the department urban forestry coordinators.
- (e) Contract costs of qualified vendors to perform project activities.

(2) ELIGIBLE COSTS, NON-REIMBURSABLE. Reasonable value of donated labor, equipment, supplies, facilities or services are eligible project costs for the purposes of match, but are not eligible for reimbursement. To be fully eligible project costs under the grant, a capital donation shall be used exclusively for project-related purposes over its useful life. Nonexclusive capital donations may be charged as project costs only for that portion of depreciation equitably related to use in project activities. Value of donated labor will be calculated using rates established by the department.

- (3) **INELIGIBLE COSTS.** Costs not directly associated with or necessary for the implementation of the project as determined by the department are ineligible for grant funding. Ineligible costs include, but are not limited to:
- (a) Fines and penalties due to violations of, or failure to comply with, federal, state or local laws or regulations;
 - (b) Ordinary operating expenses of local government applicants, also known as indirect costs, such as salaries and expenses of a mayor or city council members, that are not directly related to the project;
 - (c) Costs for which payment has been or will be received under another federal or state financial assistance program except that community development block grants may be used to match urban forestry grants only when it can be demonstrated to the department's satisfaction that there is a local commitment to, and involvement in, the project;
 - (d) Costs incurred in a contract which creates a real or apparent conflict of interest. An apparent conflict of interest arises when an official or employee of a grantee participates in the selection, awarding or administration of a contract supported by this project and:
 - 1. The official or employee, or his or her spouse or partner, has an ownership interest in the firm selected for the contract; or
 - 2. A person identified in subd. 1. receives a contract, gratuity or favor from the award of the contract.
 - (e) Program costs incurred before or after the project period.
 - (f) Capital purchases that exceed \$5,000.

NR 47.57 GRANT SELECTION PROCESS. Projects selected for grants under this subchapter, shall relate to urban forestry. When selecting projects, the department may give priority to the following listed in no particular order:

- (1) Applicants with an administrative unit, board or commission charged with the development and administration of a comprehensive tree care program.
- (2) Applicants with a tree ordinance, plan or administrative rule which describes public policies for tree planting, protection, maintenance and removal.
- (3) Applicants with an ongoing forestry program budget. This funding need not be a line item amount in the budget but could include for example expenditures for tree removal, administration expenses, volunteer labor and other activity involved in managing trees.
- (4) Applicants that have not received urban forestry assistance grants in the past.
- (5) Projects that maximize benefits to the urban forest resource.
- (6) Projects that are cost effective.
- (7) Projects that involve the community in the development or implementation of the project.

- (8) Projects that maximize benefits to the public.
- (9) Projects that are innovative.
- (10) Activities that are not currently funded.
- (11) Community population.
- (12) Projects that involve or stimulate cooperation with other local governments organizations, schools or businesses.

NR 47.58 GRANT AWARDS; PAYMENT.

- (1) **GRANT AWARDS.** Grants shall be awarded subject to execution of the department's project agreement.
- (2) **PAYMENT.** (a) Not-for-profit organizations may request an advance payment of no more than 50% of the grant upon the awarding of the grant.
 - (b) Each grantee shall submit to the department a final accounting claim for reimbursement, supported by evidence of cost, within 90 days after the grant expiration date.
 - (c) Final balance payments for not-for-profit organizations that received an advance, and grant payments for all other grantees, shall be made upon approval of the final report and the final accounting claim.
- (3) **FINAL AUDIT.** All payments are contingent upon final audit. Financial records including all documentation to support entries in the accounting records to substantiate charges for each project shall be kept available for review by state or federal officials for a period of 3 years after final payment





Guidelines for Working with Consultants

GUIDELINES FOR WORKING WITH CONSULTANTS ON URBAN FORESTRY GRANT PROJECTS

The Department of Natural Resources urban forestry grant program provides funds for projects that improve a community's ability to manage its trees. Potential grant projects that include urban forestry strategic and management plans, tree inventories, or staff training require a certain degree of technical proficiency and a considerable time investment. A community interested in undertaking such a project, but lacking the necessary time &/or expertise, might consider hiring an urban forestry consultant for all or part of the project. Although intended for use with urban forestry grant projects, these guidelines are generally applicable to any urban forestry project where consultants are involved.

For grant projects involving consultant services, the following steps are recommended prior to project implementation:

1. identify and flesh out project goals
2. issue request for proposals (RFP) for consulting services
3. select consultant
4. award contract made contingent upon receiving grant
5. apply for urban forestry grant (don't incur any project costs prior to signing grant contract)

Consultants may also be used to write the urban forestry grant application for you, however, since this service will be provided before the grant is awarded, the cost of this service cannot be charged to the grant, should you be awarded one.

The Department of Natural Resources can assist communities in working with urban forestry consultants. DNR Urban Forestry Coordinators can:

- help identify projects and suggest appropriate areas for consultant involvement
- supply a list of available consultants*
- review and comment on RFPs and consultant service agreements/contracts
- review and comment on consultant's draft plans, management recommendations, inventory analyses, training outlines, etc.

** The Department of Natural Resources cannot recommend particular consultants, enforce consultant contracts or mediate disputes. Consult your attorney for additional requirements and procedures regarding contractual services.*

For grant projects, DNR approval of completed products is REQUIRED prior to reimbursement.

REQUEST FOR PROPOSALS (RFP)

The purpose of a Request For Proposals (RFP) is to elicit bids/proposals from suitable candidates. The RFP should be brief, but must describe the project in sufficient detail that bidders have a good understanding of the project and can respond with precise proposals and realistic cost estimates. The RFP should include:

A. Description of project

1. *Nature and Purpose*—What is the project about? Why are you doing it? How do you plan to use the completed product(s)? Are there unique aspects?
2. *Components*—What are the various parts of the project? What products will the consultant be required to provide? What will you provide?
3. *Context and Time Frame*—What background information does the consultant need to know about your project? your community? What project constraints are there? When will the project begin? end? If draft documents are required, when is the first draft due? When are completed documents due?

B. Description of services

1. *Who Does What?*—What, specifically, do you want the consultant to do? Break the project down into tasks and indicate which ones the consultant is to perform, which you will perform. Specify any additional personnel who will be working on the project and what tasks they will perform. Specify whether briefings, presentations, or other meetings will be required. Indicate whether facilities, equipment, or other support will be provided.
2. *Compensation*—How and when will you pay the consultant? Is this negotiable? Depending on the project and your needs, consider flat fee, fixed fee plus expenses, per diem, or other payment basis. Indicate payment schedule, such as periodic payments, down payment with balance upon completion, or lump sum upon completion. For grant projects, specify final payment contingent on DNR approval of completed product(s). Regardless of payment method or schedule, specify that proposals must itemize costs.

C. Request for qualifications—Ask for a summary of bidders' education, training, practical experience, certifications, professional memberships, etc. relevant to the project.

D. Request for references and sample(s) of similar work—Request telephone numbers for all references. Specify samples be recent, similar to your project, and include sufficient information to evaluate bidder.

E. Deadline and procedure for submitting proposals and awarding contract—Allow 3 to 4 weeks for bidders to respond. Indicate what criteria will be used to evaluate bidders. Indicate how and when successful bidder will be notified. If appropriate, specify that awarding of contract will be contingent on grant funding.

F. Name and telephone number of contact person—Contact should be project manager or person best able to answer questions from prospective bidders.

G. Miscellaneous

1. *Definition of terms*—Terms such as “comprehensive,” “management,” “strategic,” are subject to interpretation. Define ambiguous terms according to your needs and expectations.
2. *Reference to industry standards*—Technical specifications and safety standards (Tree Care Industry Association, International Society of Arboriculture, American National Standards Institute) should be cited for projects with staff training and/or tree work components.
3. *Stipulations for specific equipment*—You may want to specify certain computer software &/or hardware systems you currently use or intend to use in the future to ensure compatibility with your department's system (particularly useful for a tree inventory, allowing you to update it after the project is completed).

PRE-BID MEETING

Host an informational meeting prior to the deadline for proposals. Interested consultants should have the opportunity to visit the client community, ask questions, and meet the project manager and any others who will have input on the project. Such a meeting also allows prospective bidders to size up the competition. These meetings are particularly useful if there are bid addendums or there is information all consultants should hear. Alternatively, you may simply want to meet one-on-one with prospective consultants.

SELECTING A CONSULTANT

Evaluate proposals and select a consultant based on criteria such as: proposal quality, consultant experience, samples of similar work, and recommendations of previous clients. Contact references and inquire as to consultant's ability to meet deadlines, accessibility during the project, working relationships with others, etc. Avoid selecting a consultant solely on the basis of cost.

FORMAL AGREEMENT

Upon notification of grant award, formalize project requirements and responsibilities in a signed agreement with the consultant. The agreement must acknowledge all project requirements and clearly identify responsibilities of all parties. Many consultants provide a standard agreement for their services. Whether you accept the consultant's agreement or negotiate one specific to your project, the following elements should be included:

- A. Scope of Services** (to include: definitions/terminology, applicable standards and specifications, description of work and who will do what, description of completed product[s], deadlines for completion of project components, penalties, limitations on services, number of meetings and presentations, project monitoring and review, evaluation criteria and process). **Specify a completion date well before the December 31 grant deadline to allow for review and revision(s), as necessary.**

- B. Compensation** (to include: total compensation, method of payment). **For grant projects, specify that final payment is contingent on DNR approval of completed product(s).**
- C. Client Ownership of Data, Drafts, and Completed Products** (Specify **CLIENT** will own copyright to consultant's written products and all project data.)
- D. General Terms and Conditions** (standard provisions common to any contract, to include: proof of insurance, liability disclaimer, modification of agreement, termination and remedies, settlement of disputes, compliance with applicable laws, record keeping, conflict of interest, equal opportunity, etc.)

MANAGING THE PROJECT

The project begins when both the DNR grant contract and the consultant agreement are signed. Successful projects depend on effective communications between the client and the consultant and between the client and the DNR. The client is primarily responsible for maintaining these relationships.

- Brief the consultant on political realities, public attitudes, important issues, program limitations, other influencing factors.
- Designate a single project manager with whom the consultant will communicate throughout the project.
- Provide frequent input and active direction to the project. Avoid making assumptions.
- Initiate telephone communications regularly. Hold project meetings/briefings when necessary, as specified in your agreement.
- Address problems as soon as they are perceived. Be direct about any concerns.
- Thoroughly evaluate draft documents for clarity, feasibility, responsiveness to needs, etc. Supply copies to DNR for review and comment.
- Keep on top of the project by thinking ahead, allowing adequate time for review and comment, maintaining familiarity with status of all project components, etc. Periodically review both grant contract and consultant agreement.
- Periodically brief DNR on project status. Inform immediately of problems or any proposed changes to project. **CHANGES MUST BE APPROVED BY DNR PRIOR TO IMPLEMENTATION.**

A WORD ABOUT CONSULTANTS

Consultants are professionals who take pride in their work. They want the products and services they provide to showcase their efforts and talents. They need your active input and direction to achieve a customized product that will be useful to you and a sample to solicit future clients.

Most will meet initially with prospective clients free of charge. Expect to pay for repeat visits.

Begin the consultant selection process early and be aware of the time it takes your community to make decisions. Consultants may have many jobs planned at any one time and cannot wait several months for a contract and then be expected to drop everything and do your project. The sooner you get on their schedule, the more likely it will be done when you want it to be.

Expect a certain degree of generic material in your product. Format and style, and certain supporting information may be the same or similar to that contained within other products the consultant has prepared. Data and analyses, goals and objectives, management recommendations, budget projections, and similar information should be customized for your unique needs and circumstances.





2007

URBAN FORESTRY GRANT

APPLICATION

APPLICATION CHECK LIST

An application is complete when an original of all information that applies is provided:

- ☐ A **signed** Urban Forestry Grant Application (all applicants)
- ☐ A **signed** resolution (all applicants.) If a resolution cannot be signed by the deadline, enclose an explanation noting the date when it will be submitted. A grant cannot be awarded without a signed resolution.
- ☐ Urban forest strategic plan and/or management plan (all applicants that have one), unless already on file with the department's urban forestry program
- ☐ Constitution, bylaws or articles of incorporation (nonprofits), unless already on file with the department's urban forestry program

Mail or deliver your application to the urban forestry coordinator in your DNR region. Faxed or electronic applications will **not** be accepted. All application materials must be received by the department at the appropriate address or postmarked no later than **October 2, 2006**.

The DNR's regional urban forestry coordinators and the urban forestry grant coordinator are available to assist you with your grant application. Geographic areas the coordinators cover, mailing addresses and telephone numbers are in appendix A, page 16.



SAMPLE RESOLUTION FOR URBAN FORESTRY GRANT PROGRAM

WHEREAS, _____
APPLICANT(S)

is interested in planning or developing urban forestry management activities as described in the Wisconsin Urban Forestry grant application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that _____
APPLICANT(S)

shall budget a sum sufficient to complete the entire project, and

HEREBY AUTHORIZES _____
(POSITION TITLE OF AUTHORIZED REPRESENTATIVE)

(COMMITTEE/DEPARTMENT/ORGANIZATION)

to act on behalf of _____
APPLICANT(S)

to submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available; sign documents; and take necessary actions to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED THAT _____
APPLICANT(S)

will comply with state and federal rules for the programs; may perform force account work; will provide or be responsible for 100% of updating plans or ongoing operations and will obtain from the State of Wisconsin Department of Natural Resources approval in writing before any changes are made in the proposed project.

Adopted this _____ day of _____, _____.

I hereby certify that the forgoing resolution was duly adopted by _____

_____ at a legal meeting held on _____

Authorized Signature _____

Notice: You are required to provide information requested on this form to apply for an Urban Forestry Grant, under U.S. Public Law 95-313, s. 6(b), Wis. Stats. 23.097, Wis Admin. Code, NR47. The Department will be unable to process your application unless you provide complete information as requested. Information will be used to determine grant award lists, provide statistical information and potentially to use as an example for other grant applicants. Personally identifiable information on this form is not intended to be used for other purposes. Information will also be made available to requesters as required under Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

COMPLETE ALL QUESTIONS.

Grant is for calendar year 2007.

Project Title: _____

1. Applicant Name(s): _____

2. Applicant is a (check all that apply):

☐ City; ☐ Village; ☐ Town; ☐ County; ☐ Tribal Government; ☐ 501(c)(3) nonprofit organization

3. **Project Description: IMPORTANT! Describe the project and all individual components, using additional sheets if necessary.** The project must be related to urban forestry as defined on page 17 of the application guidelines. (See page 5 of guidelines, "Eligible Projects" for examples of components.)

For each project component describe:

- What will be developed, produced, performed and/or implemented?

- Who will perform the component?

4. Applicant Authorized Representative

☐ Mr. ☐ Ms.

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____

Phone: _____ Fax: _____

E-mail: _____

5. Project Manager (*if different from Authorized Representative*)

☐ Mr. ☐ Ms.

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____

Phone: _____ Fax: _____

E-mail: _____

6. **Total Project Cost: \$**

(Fill in amount from box A on the Cost Estimate Worksheet, page 7 of the application)

7. **Total Grant Request: \$**

(Fill in amount from box E on the Cost Estimate Worksheet, page 7 of the application)

FOR THE FOLLOWING QUESTIONS, PLEASE USE ADDITIONAL SHEETS AS NEEDED.

8. Is there any financial assistance from any other state or federal source(s) that have been, are, or may be involved in this project?

☐ Yes ☐ No

If yes, list all other state or federal financial assistance, the source(s) of each; and give the dollar amount of each.

9. Briefly describe your organization's current level of urban forest program development and planning. Include a discussion of any urban forestry strategic or management plans that have been or are being produced, tree board formation and activity, land use/site development planning, recent tree policy activity or ordinance enactment, etc.

a. Is this proposed grant project part of a written plan? ☐ Yes ☐ No

If yes, **enclose a copy of the plan(s)** and describe how this project fits into the plan(s).

b. Describe what planning has gone into **this project**.

10. Describe each of the following public awareness aspects of this project:

a. Citizen involvement in project planning, development and/or implementation

b. Public education (classes, tree walks, seminars, etc.)

c. Public information (news articles, videos, brochure or flyer development/purchase, etc.)

Note: To receive points for b. and c. in this question, costs associated with the public education and public information aspects of your project listed above must be included in the Cost Estimate Worksheet.

11. Will partners such as civic/business groups, other communities, neighborhoods, utilities, schools, developers, etc. be involved in *this* project? (funding, promoting, planning, implementation)

☐ Yes ☐ No

If yes, please answer the following:

a. *What* partners will be involved in *this* grant project?

b. Specify whether each is a *new* or *existing* partnership.

c. *How* will each partner be involved?

d. Which of these partnerships will continue after the project is complete? *How*?

12. Upon completion, what are your plans for maintaining, evaluating and/or updating the components of this project? How, when, and by whom will these actions be accomplished? *(The chart on page 8 of the application may help you answer this question—use of the chart is optional.)*

13. Is your community, or the community where your project will be carried out, a Tree City USA? *(Note: Tree City USA and Growth Awards are defined in Appendix B, page 17 of the grant application guidelines.)*

☐ Yes ☐ No

If yes, specify which Growth Award category and eligible activities this project will help satisfy, if any. (List activity codes.)

If no, describe all project aspects that will help your community meet the standards of Tree City USA.

14. List any specific urban tree care or tree management training received or conferences attended by your organization's staff or volunteers during the past year. Include any training taken in preparation for undertaking this project. (For each training session list course title or subject, provider of the training, location, date, and names of people attending. Don't forget to include DNR's Fall Workshop)

15. Have you received an urban forestry grant from the Wisconsin DNR before?

☐ Yes ☐ No

If yes, what year(s)?

16. Describe any additional significant aspects or outstanding features of this project. Explain why you feel your project merits funding over others.

17. Cost Estimate Worksheet (*instructions are on page 11 of the grant application guidelines*)

COMPONENT PAGE

PROJECT COMPONENT:	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's staff:		
Fringe benefits:		
Consultants/Contractors/other hired project labor:		
Volunteers/donated services:		
Laborer (\$6.50/hr):		
Other project workers (\$15.40/hr):		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See page 13 of application guidelines for a list of commonly used equipment codes.		
Purchased:		
Rented or contracted:		
Provided by applicant:		
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Purchased:		
Provided by applicant:		
Donated by third parties:		
Other (specify):		
Estimated Cost/Donation Value for THIS component:	1.	2.
SUBTOTAL — Add Box 1 and Box 2:	3.	

Two copies of this component sheet are included here. Please copy this sheet as necessary for additional project components.

17. Cost Estimate Worksheet (*instructions are on page 11 of the grant application guidelines*)

COMPONENT PAGE

PROJECT COMPONENT:	Estimated Cost	Donation Value
Labor & Services (specify project tasks on lines below, as appropriate)		
Applicant's staff:		
Fringe benefits:		
Consultants/Contractors/other hired project labor:		
Volunteers/donated services:		
Laborer (\$6.50/hr):		
Other project workers (\$15.40/hr):		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See page 13 of application guidelines for a list of commonly used equipment codes.		
Purchased:		
Rented or contracted:		
Provided by applicant:		
Donated by third parties:		
Supplies (specify items on lines below, as appropriate)		
Purchased:		
Provided by applicant:		
Donated by third parties:		
Other (specify):		
Estimated Cost/Donation Value for THIS component:	1.	2.
SUBTOTAL — Add Box 1 and Box 2:	3.	

Two copies of this component sheet are included here. Please copy this sheet as necessary for additional project components.

17. Cost Estimate Worksheet (*instructions are on page 11 of the grant application guidelines*)

CALCULATIONS

GRANT CALCULATION	Estimated Cost	Total Donation Value
A. Add the Subtotals in Box 3 for ALL PROJECT COMPONENTS. This is your TOTAL Project Cost. Enter this amount in Question 6.		
B. Add the estimated donation value from Box 2 for ALL PROJECT COMPONENTS:		
C. Subtract Line B from Line A:		
D. Multiply the amount on Line A x 50% (Don't enter more than \$25,000):		
E. Enter the smaller of Line C or Line D above. This is your GRANT REQUEST . (Must be between \$1,000 and \$25,000.) Enter this amount in Question 7 in the grant application.		
F. Subtract the amount on Line E from the amount on Line A. This is your MATCH .		

18. Resolution for Urban Forestry Grant Program

Provide a signed resolution that has been adopted by the applicant's governing body which gives the name of the applicant, authorizes funding for the project, designates an authorized representative (position title) to act on behalf of the applicant and states that the applicant will provide documentation of work done and follow all relevant state and federal rules. A sample resolution is provided on page 31 of the grant application guidelines.

NOTE: Joint applicants—It is recommended that only one applicant act as fiscal agent. A resolution must be submitted by each applicant's governing bodies. Information above the dashed line in the sample resolution should be identical for all applicant's resolutions with the applicant acting as fiscal agent listed first. Information below the dashed line should be specific to the individual applicants.

19. As authorized representative of said applicant, I hereby agree to implement this project according to this application and attached cost estimate and to abide by provisions of the Wisconsin Administrative Code NR 47 for this program. To the best of my knowledge all information provided is true and correct.

SIGNATURE

DATE

CHART A: Use of this chart to complete question 12 is optional. Use a separate sheet for each component, as necessary

Component of Project:

	MAINTENANCE	EVALUATION	UPDATING
How will this be accomplished?			
When?			